

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE TELECONFERENCE
AUGUST 26, 1998**

The Quality Systems (QS) Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, August 26, 1998, at 12:30 p.m. Eastern Daylight Time (EDT). The meeting was led by its chair, Mr. Joe Slayton of the U.S. Environmental Protection Agency (EPA). A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to review action items from the previous meeting, discuss the EPA/EMMC and NELAC meeting, discuss issues regarding detection and calibration, and identify action items for the next meeting.*

REVIEW OF ACTION MEETINGS

All of the action items from the August 19, 1998 meeting have been addressed.

EPA/ENVIRONMENTAL MONITORING MANAGEMENT COUNCIL (EMMC)-NELAC MEETING

The discussion at this meeting included historical background and an explanation of the general concepts of Performance Based Measurement Systems (PBMS). The key outcomes of the meeting were following four action items:

- EMMC's PBMS panel will compare the EPA program area implementation plans to the original goals set for PBMS,
- EMMC will track comments about PBMS, categorize the comments according to those requiring Agency-level versus program-level responses, and ensure that all the comments receive responses,
- compare the program area implementation plans for areas of uniformity and areas of unnecessary difference, and
- compare a consensus PBMS plan to the Chapter 5 requirements for areas of conflict.

The goal of the EMMC is to have a consensus PBMS plan by November.

DETECTION AND CALIBRATION

The Quality Systems Committee reviewed the essential elements of calibration discussion and made the changes identified below.

List of Elements from Draft of Section 5.9.4.3 Instrument Calibrations	Changes Made to Draft Text
A	No changes
B	The meaning of the term “calibration relationship” was not clear. This term is more inclusive than “calibration curve” as some calibrations produce other responses such as linear ones. The term was changed to “calibration curve/relationship” for clarity.
C	No changes were made.
D	The term “procedure” was changed to “calibration curve/relationship”.
E	The language was changed to capture two points: (1) if a mandated method (regulatory or client mandate) specifies a more stringent calibration procedure, then that procedure must be followed; however, (2) the calibration procedure must, at a minimum, meet the procedure in this section.
F	The text was modified to read “Results for samples must be bracketed by calibration or calibration verification standards or be reported as having less certainty, e.g., qualified, flagged, explained.”
G	The text was modified to read “If the obtained calibration results are outside established limits, corrective actions must be performed.” The corresponding sections for air and radiochemistry sampling need to be similarly modified.
H	Concern was raised that laboratories may not know the applicable regulatory limits when performing calibrations. This issue was not settled and will be addressed at the next teleconference meeting.

NEXT MEETING

The next Quality Systems Committee teleconference is scheduled for Tuesday, September 8th from 1:00 to 3:00 p.m. EDT. The call-in telephone number is 202-260-1015 and the access code is 8958# . The time and call-in and access numbers will remain the same for the remaining upcoming meetings.

A meeting of the Quality Systems Committee is scheduled for November 9th and 10th (Monday and Tuesday) in Annapolis, MD. The meeting is open to the public and will be held at the U.S. Fish and Wildlife facility.

**ACTION ITEMS
QUALITY SYSTEMS COMMITTEE MEETING
AUGUST 26, 1998**

Item No.	Action Item	Date to be Completed
1.	Notify EMMC and ELAB PBMS group of the QS Committee meeting on November 9th and 10th.	
2.	Address parking lot items from NELAC IV meeting.	
3.	All QS Committee participants to compare Chapter 5 draft discussion on calibration to the calibration portion of new ISO Standard 17025.	
4.	Mr. Slayton to FedEx ISO Standard 17025 draft to QS Committee Participants.	
5.	Next QS Committee teleconference.	9/8/98 1:00 p.m. EST
6.	QS Committee meeting in Annapolis, MD.	11/9-10/98

**LIST OF PARTICIPANTS
QUALITY SYSTEMS COMMITTEE TELECONFERENCE
AUGUST 26, 1998**

Name	Affiliation	Phone Numbers
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